

## Phoenix Program Process Definition – Accounts Payable

Revised 4-20-99 replaces 3-15-99 version.

Process	<b><i>Recurring Vouchers</i></b>
Process Number	<b><i>AP-012</i></b>

### ***Description of Process***

This process enables the user to create recurring voucher contracts by establishing a base voucher as a template and setting a recurring payment schedule for it. You then explode the template contract voucher into its recurring components. A load function brings these individual vouchers into PeopleSoft Payables, which makes them eligible for further processing. The recurring vouchers created by this process are treated like any other voucher in the system.

### ***Input to Process***

Recurring Voucher Entry form

### ***Output of Process***

"Postable" Voucher – exploded and loaded (committed) for the defined schedule (Ready for batch processing)

Closed Voucher (Ready to be archived)

Open voucher(s) – created but not loaded (committed)

### ***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

### ***PeopleSoft Panel Groups being Used***

Function	Panel Group
<b>Use</b>	Administer Contracts - Master Contract
	Administer Contracts - Recurring Voucher Contracts
	Administer Contracts - Contract Manager
	Administer Procurement - Enter Voucher Information 1. Error Correction 2. Selective Line Update 3. Selective Line Update – Errors

## Phoenix Program

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Function	Panel Group
<b>Inquire</b>	Administer Procurement - Enter Voucher Information 1. Voucher 2. Voucher Detail Charges 3. Voucher Accounting Entries 4. Voucher Edit Errors Summary 5. Voucher Edit Error Detail
<b>Reports – PS delivered</b>	Enter Voucher Information 1. Posting Voucher Listing Administer Contracts 1. Master Contracts 2. Recurring Voucher Contracts 3. Recurring Voucher Detail
<b>Reports – Custom</b>	Enter Voucher Information 1. AP Daily Input 2. Budget Exceptions
<b>Process</b>	Enter Voucher Information Voucher Posting Request (batch) Budget Update Request (batch) Journal Generation (batch)

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<p><b><u>Step 1: Establish a Master Contract (optional)</u></b></p> <p>Enter a vendor shortname and/or number with a description.</p> <p>Master Contracts group recurring vouchers by vendor for reporting purposes.</p>	Agency
<p><b><u>Step 2: Enter Contract Vouchers</u></b></p> <p>The base contract serves as a model for the vouchers generated by the contract. The Set ID and Contract ID will default. The Contract ID should be left as 'NEXT' to allow the system to auto-number the Contract ID.</p> <p>Specify the vendor ID, begin and end dates, gross amount, AP unit, header and line amounts, and invoice number. The invoice number is appended with a four- character extension to uniquely identify the exploded vouchers.</p>	Agency
<p><b><u>Step 3: Schedule Contract</u></b></p> <p>Specify the interval between vouchers and the duration of the contract to generate a schedule for the recurring voucher.</p> <p>Calculate invoice dates in the Invoice Dates Generated group box.</p>	Agency
<p><b><u>Step 4: Explode Vouchers</u></b></p> <p>New vouchers are created in a temporary worktable. At this time, the voucher fields can still be changed. Update Accounting Date for each exploded voucher to current date or a date the voucher should post to budget. If the Accounting Date is not changed, it will default to the date of invoice and will not pass budget until that accounting period is open.</p>	Agency
<p><b><u>Step 5: Save Exploded Vouchers</u></b></p> <p>Click on the diskette icon or press "enter".</p>	Agency
<p><b><u>Step 6: Commit Voucher</u></b></p> <p>Review vouchers to confirm your business needs have been met and then commit (load). During the vouchers commit process, the lines of each voucher are balanced with the header. Once the vouchers are committed, you are automatically transferred to the Contract Manager panel for editing.</p>	Agency
<p><b><u>Step 7: Edit Recurring Vouchers</u></b></p> <p>The editing rules are applied to the committed vouchers for the contract currently displayed on the contract manager panel.</p>	Agency

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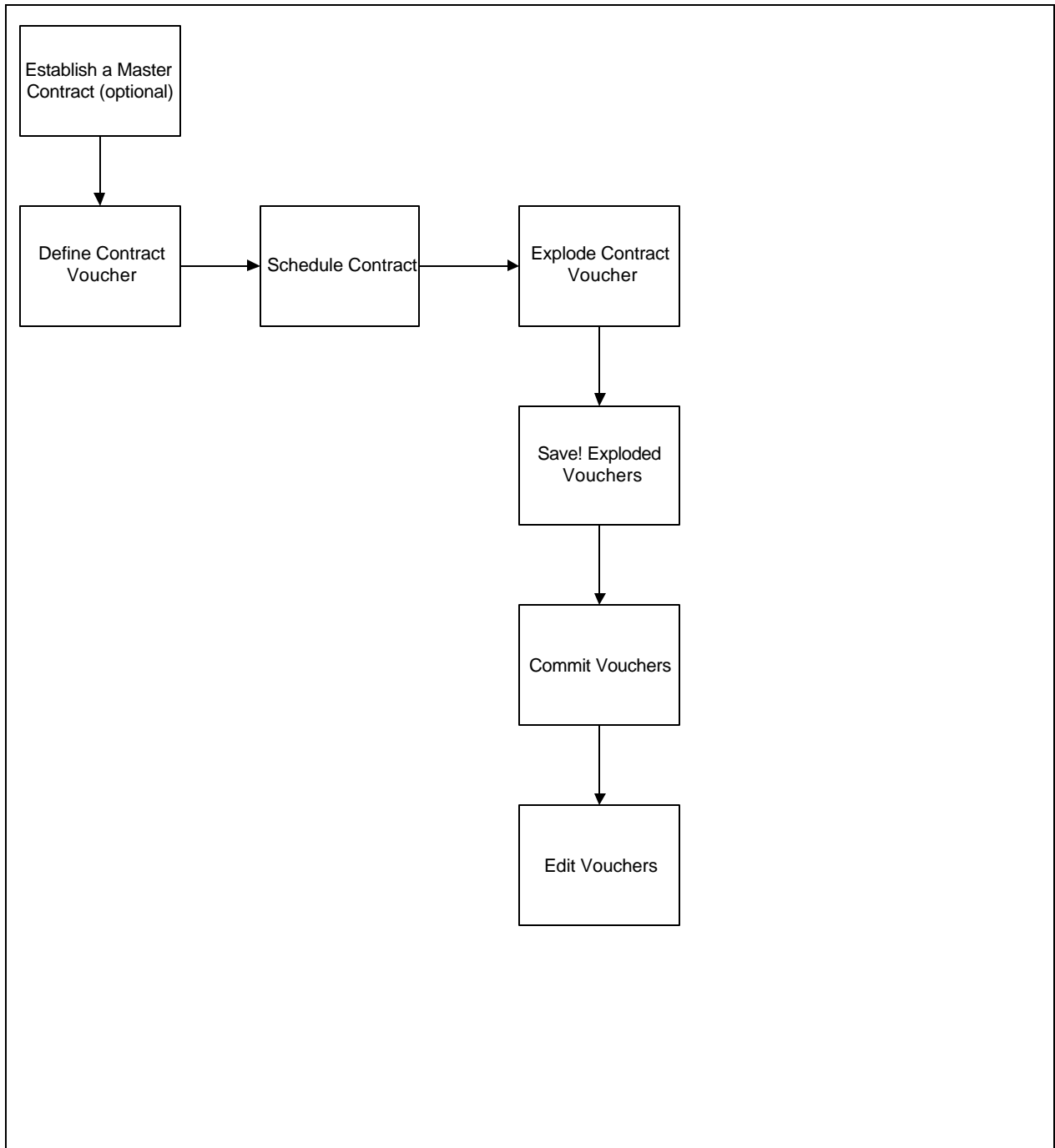
Process Description	Responsibility (Agency/Centralized)
<p><b>Step 8: <u>Verify Recurring Vouchers</u></b></p> <p>The edited vouchers are now available to be viewed on-line. Recurring vouchers that passed all edits will appear as normal vouchers in the Payables System. These vouchers are available for further processing. Recurring vouchers that do not pass all edits are available for review using the Error Correction, Selective Line Update, and Selective Line Updates – Error Panels.</p>	Agency
<p><b>Step 9: <u>Perform Overnight Batch Processing</u></b></p> <p>The following processes occur in overnight processing: Budget Checking, Voucher Posting, Voucher Posting Closed, Journal Generation and Reports Generator. Payment Processing will be invoked as payment terms are met for each recurring voucher. Overnight processing begins.</p>	Financial Systems Solutions
<p><b>Step 10: <u>Close Recurring Voucher</u></b></p> <p>A recurring voucher would be closed if the contract were cancelled to prevent the payment of the voucher. A recurring voucher may be closed if it is still unpaid and/or unposted. Closing a voucher prepares it to be archived. A closed voucher is not deleted.</p>	Agency

### ***Forms Used with Process***

Recurring Voucher Entry Form
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## Phoenix Program Process Definition – Accounts Payable

***Process Flow Diagram (if appropriate):***



**Phoenix Program  
Process Definition – Accounts Payable**

**APPROVAL FORM**

<b>SIGNER</b>	<b>ROLE</b>	<b>APV</b>	<b>NOT APV</b>	<b>DATE</b>
Kay Reid	DOAS Project Lead			03-11-99
Charmane Miller	THG Project Lead			03-10-99
D.D. Cooper	Design Analyst			03-15-99